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TOWN OF FREMONT

Office of Selectmen

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09 September 2011

REQUEST FOR PROPOSALS PRINTING OF ANNUAL TOWN REPORT - TOWN OF FREMONT NH

The Town of Fremont is soliciting competitive proposals for the printing of its Annual Town Report for the fiscal year ending 12/31/2011. We are bidding it early for 2012 budgeting purposes. We are considering new options this year. Planning the specifications and information relating to our 2010 report are broken down as follows:

- The book will be approximately 220 pages. Please include the cost/credit for pages over/under this estimate.
- There could be up to 30 photographs (they are not reproduced in color). Please quote a cost (if any) for any additional photographs.
- Front cover will likely contain one photograph, reproduced in B/W. Book cover can be any color with black text. We prefer something light.
- Final layout of front and rear cover design to be done by printer, with information provided by Town, approved by the Town prior to final printing.
- Printing black and white, with 8 to 10 colored insert pages (in two places within the book). It doesn't matter what color paper these insert pages are.
- Perfect bind document final size 8.5" X 11".
- Camera-ready paper originals (8.5" x 11") will be provided by Town to the printer.
- Final page numbering to be installed by the Printer in accordance with table of contents provided by the Town.
- Finished reports need to be delivered to the Fremont Town Hall (295 Main Street, Fremont NH) no later than 10:00 am on Friday, March 2, 2012.
- Quote should include pick up of material at the Fremont Town Hall, 295 Main Street, Fremont, and arrangements for drop-off of books at the Fremont Town Hall.

Using these specifications, please quote the following print option:

- A. For 750 printed copies of the Town Report
- B. Cost for any additional copies to be printed (after the fact)

Some material could be ready by February 6, 2012 if helpful for the printer to get started, depending on their method. All final material will be ready for the printer by February 14, 2012. These dates can be revisited upon printer selection. Dates for deliberative sessions for the town and school district need to be considered.

Please include the deadline date for you to receive the final text materials, considering the date the book is needed back in Fremont.

Due to the nature of some of the reports we receive, not everything is available in an electronic format.

We want a document similar to those reports produced in the past. For a copy of report from a prior year, please feel free to stop by the Selectmen's Office and pick one up. Our office hours are Monday and Friday 8:00 am to 12 noon. Tuesday and Wednesday, 8:00 to 4:00 pm and Thursday 11:00 am to 5:00 pm.

Other General Specifications:

In accordance with the Town of Fremont Purchasing Policies, the following non-collusion clause shall be part of every bid specification package. Bidders must sign this statement and include it with their bid in order for the bid to be valid:

"The undersigned certified under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As use in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity."

Name of person signing bid

Date

Company

The Town of Fremont reserves the right to consider substitution of equivalent items and under what conditions. Bidder shall submit documentation for all substitutions and exceptions.

The Town reserves the right to reject any and all bids, negotiate any contracts and waive any informalities in the bid process.

After the bid opening, the bidder may not amend, correct, modify or change in any fashion a bid, which would be contradictory to the interests of the town of Fremont or fair competition. The Board of Selectmen may waive minor informalities, or allow the bidder to make corrections, as long as the intent of the bid is not disturbed.

The Town of Fremont reserves the right to accept or reject any and all bids based on the best interest of the Town.

The successful Contractor will be required to provide taxpayer identification information on Form W-9.

Interested printers, kindly submit a written quotation, including all specifications listed herein, and any additional information or pricing information that you feel would be beneficial to the Town's decision making. Please submit sealed proposals clearly marked "Town Report Proposal" to the Selectmen's office by mail or in person no later than 4:00 pm on Thursday September 29, 2011. Please submit a sample of similar perfect-bind work if you have not already done so.

Mail: Town of Fremont
Selectmen's Office
PO Box 120
Fremont NH 03044-0120

Hand delivered: Selectmen's Office - Town Hall
295 Main Street
Fremont NH 03044

Thank you in advance for your interest in the Town of Fremont. Please feel free to contact the Selectmen's Office at 603 895 2226 if you have other specific questions.